

## APPENDIX I

**TRAVEL VOUCHER OR SUBVOUCHER (DD FORM 1351-2) CHECKLISTS**

**General:** The traveler should submit the travel voucher, DD 1351-2, within 5 days of completion of the TDY. Use guidelines below in conjunction with DD form 1351-2, dated AUG 1997

**Item 1. Payment required by:** Enter an “X” in the appropriate block.

**Item 2. Type of Payment:** Enter an “X” in the appropriate block.

**Item 3a-e. For D.O. Use Only:** Leave blank.

**Item 4. Name:** Enter Last name, First, Middle Initial (for example, “Smith III, John J.”). If a Roman numeral (or Jr. etc) is used, place after last name, with a space in between and the comma after.

**Item 5. Grade:** Enter appropriate grade (for example, 1LT, Civ, O-2, E-6, SSG)

**Item 6. SSN:** Enter SSN (for example, 000-00-0000)

**Item 7a-d. Address. Number and street:** Enter personal postal address.

**Item 8. Phone number:** Enter duty telephone number (for example, “(123) 456-7890”)

**Item 9. Travel order number:** Enter number indicated on DD form 1610

**Item 10. Previous Government payments/advances:** Enter amount and six digit DOV# of any previous payments/advances (for example, \$208.00, DOV# 000000). Enter the OPLOC-FAO responsible for the issued prepayment and the DSSN/FSN if possible. If not applicable, enter “None”.

**Item 11. Organization and station:** Enter current organization and station (for example, “HQ CO, HQ CMD, USAE, SHAPE, Belgium”)

**Item 12. Dependents:** Enter an “X” and complete as applicable.

**Item 13. Dependents’ address on receipt of orders:** Complete as applicable.

**Item 14. Have household goods been shipped?:** Enter an “X” in the appropriate block.

**Item 15. Itinerary:** (see below)

**Item 15a. Date:** Enter year in the heading (for example: 1999, 2000); enter day(s) and month(s) in the column below (for example, “11Jan”)

**Item 15b. Place:** Enter Home, Office, Base, Activity, City and State; City and Country, etc. (for example, “USAE SHAPE, Belgium”)

**Item 15c. Means/Mode of Travel:** Enter appropriate two letter code from instructions on reverse of DD 1351-2, (for example, if POV was used, enter “PA”)

**Item 15d. Reason for Stop:** Enter appropriate two letter code from instructions on reverse of DD 1351-2 (for example, TDY, enter “TD”)

**Item 15e. Lodging Costs:** Enter the total cost of lodging (excluding taxes) for each TDY location.

**Item 15f. POC Miles:** Enter miles only when “You are authorized travel within and around the temporary duty station.”

**Item 16. POC Travel:** If applicable, enter an “X” in the appropriate block.

**Item 17. Duration of TDY Travel:** Enter an “X” in the appropriate block.

**Item 18 Reimbursable expenses:** If reimbursable expenses were incurred, such as hotel taxes, rental vehicle, taxi, registration fee, official telephone calls, etc., complete Items 16a. - c., otherwise leave blank. Receipts are required for any single reimbursement of \$75.00 or more and are always required for lodging and rental vehicles no matter the amount of the reimbursement.

**Item 18a. Date:** Enter date (for example, “11Jan00”)

**Item 18b. Nature of Expense:** Enter expense category (for example, “Rental Vehicle”)

**Item 18c. Amount:** Enter amount claimed (for example, “\$125.00”)

**Item 18d. Allowed:** Leave blank.

**Item 19 Government / Deductible Meals:** If Government/Deductible Meals were used, complete Items 19a. & b., otherwise leave blank.

**Item 20a. Claimant signature:** The individual traveling on TDY will sign this block.

**Item 20b. Date:** The individual traveling on TDY will enter the date they signed Item 20a.

**Item 21a. Approving Officer Signature:** All civilians filing DD form 1351-2 are required to have this block signed and dated by an Approving Official who is authorized to sign block 18 on a DD form 1610.

**Items 22-28.** Leave blank (for D.O. use only).

**Note:** For Continuation of Items 15, 18, & 19, use DD Form 1351-2C 'Travel Voucher or Subvoucher' (Continuation Sheet)